



# USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

## ANNOUNCEMENT NO: VA-12-003(Juba)

**OPEN TO:** All U.S. Mission employees only.  
Current mission employees serving a probationary period are not eligible to apply.

**POSITION:** Human Resource Assistant

**POSITION GRADE:** FSN 08

**OPENING DATE:** Thursday: December 08 2011

**CLOSING DATE:** Friday: December 23, 2011 - max. 4:30 p.m.(South Sudan time)

**WORK HOURS:** Full time 40 hour per Week.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Human Resource Assistant in the Executive Office.

### JOB SUMMARY:

In the Human Resources Section of the USAID South Sudan and under the Supervision of the Human Resources Specialist the incumbent performs a wide variety of human resources and administrative duties such as preparation of personal services contract for Foreign Service National, U.S. and Third Country National staff, maintenance of personnel records for Local, Third Country National and American Mission employees, processing awards, training requests, medical reimbursement claims, salary advance, and assist in the recruitment process.

### MAJOR DUTIES AND RESPONSIBILITIES

Assists the HR Specialist in maintaining and updating personnel records and various lists, distributing and filing all copies of documentation and other correspondence.

When needed, prints and prepares Welcome Kits for newly assigned American personnel and other TDY visitors. Types routine correspondence including but not limited to letters, memoranda, and forms.

Drafts vacancy announcements for Local Employee positions and ensures their distribution within the Mission and in local papers, and collects applications and screens them to verify the qualified applicants (final review to verify the best qualified applicants to be done by the HR Specialist).

Maintains and updates a spreadsheet matrix by creating records for qualified and unqualified applicants for each job vacancy and advises applicants of selection/non-selection. Makes analysis of compensation elements of applicants' current salaries and recommends starting salaries to the HR Specialist.

Prepares schedule for tests and interviews and contact selected candidates to inform them and monitors typing/English/written tests required for vacant positions.

Obtains pre-employment and medical clearances. Coordinates with the RSO to obtain security clearance, Files and disposes various Human Resources Office documents as per USG records and management policies, and cross-checks the employees' medical claims with the HR maintained Medical List for eligible employees and maintain each employee's annual ceiling using spreadsheets.

**EDUCATION (20):** Successful completion of Secondary School required.

**EXPERIENCE (20):** Three to five years of progressively experience of general administrative/human resources is required.

**LANGUAGE (20):** Level IV in English and local language written and oral are required.

**KNOWLEDGE AND SKILLS (40)** Must have a good knowledge of general office operations and procedural requirements pertaining to functions performed in the Human Resources Office. And also must have knowledge of computer operation, word processing, and spreadsheet applications. Must be able to organize work and be able to operate standard office equipment (e.g. photocopier, scanner, fax, calculator, etc...).

#### **HOW TO APPLY**

Applicants are required to submit a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV to USAID by email to: [jubahr@usaid.gov](mailto:jubahr@usaid.gov).

The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is December 23, 2011, (16:30 hrs. Juba, South Sudan time). Please note that only short listed candidates will be contacted for an interview.

#### **Required Documents:**

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. USAID Application Form (to be filled out completely)

#### **Note:**

1. Only short-listed candidates will be notified.
2. This is an internal vacancy announcement and is applicable to only U.S Mission employees of South Sudan.
3. Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
4. No in-person appointments or telephone calls will be entertained.
5. In-house candidates must apply through their supervisors.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH  
GENDERS ARE URGED TO APPLY**